

**CONFIDENTIAL**

DD / S REGISTRY  
FILE *Personnel 16*

24 AUG 1971

MEMORANDUM FOR: Director of Logistics  
Director of Security  
Director of Medical Services  
Director of Finance  
Director of Personnel  
Director of Communications

ATTENTION : Emergency Evacuation Personnel

SUBJECT : Briefing of Headquarters Building Emergency  
Evacuation Personnel

The Safety Staff will conduct briefings of all Headquarters Building emergency evacuation personnel on Tuesday, 14 September 1971, in the auditorium. The briefings will last approximately one hour and will be conducted in two sessions:

10:00 hours - corridor wardens

14:00 hours - stairwell wardens

It is suggested that both principal and alternate wardens attend these briefings.



Senior Emergency Officer, DD/S

25X1

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